

# MARKET SURVEY ANNOUNCEMENT

## FAA LEARNING SERVICES

### 1. Introduction/Purpose

The FAA has elected to pursue a new business model for management and leadership development. The nature of the work is instructional delivery, instructional design, instructional development, and the provision of classrooms and lodging for those attending the courses.

The FAA is seeking a quality learning environment in which managers and other internal and external customers develop greater mastery of their leadership responsibilities and the skills needed to achieve the agency's operational and organizational goals.

The developmental curricula consists of a range of deliveries from broad based leadership and management development for newly appointed managers to courses that are more directly focused on a single subject area with greater detail. Courses vary in length from one (1) to nine (9) days and may be scheduled on a regular and recurring basis or scheduled when needs dictate based on FAA requirements.

The purpose of this market survey is to solicit statements of interest and capabilities from sources that can provide these learning services to the FAA. Responses to this market survey will be used to finalize the FAA's acquisition strategy for the requirement.

The chosen vendor will provide learning services, arrange for suitable classroom space in a facility that is within a reasonable distance of a national or regional airport and arrange for appropriate lodging for attendees in close proximity to the learning facility. All metropolitan areas in the contiguous lower 48 states are being considered.

The planned period of performance for this effort is five years from date of award. The award structure will include a 12 month base period with four 12 month option periods.

See Attachment 1 for a Draft Schedule of Supplies and Services (Section B) and Attachment 2, Draft Statement of Work (Section C) for more details on the work to be performed.

### 2. Incumbent Contractors

a) The incumbent contractor for instructional services is:

Contract DTFAAC-07-D-00057; Data Management Services Joint Venture, Silver Spring, MD

b) The incumbent contractor for providing classrooms and lodging is:

### 3. Nature of Competition

The acquisition strategy for this procurement has not been determined at this time.

### 4. Not a SIR; Will Not Pay for Responses

Please be advised that –

- (a) This is not a Screening Information Request or Request for Proposals of any kind;
- (b) The FAA is not seeking or accepting unsolicited proposals;
- (c) The FAA will not pay for any information received or costs incurred in preparing the response to the market survey; and
- (d) Any costs associated with the market survey submittal is solely at the interested vendor's expense

### 5. North American Industry Classification System (NAICS) Code

Potential sources of these services are expected to be categorized in Sector 611430 of North American Industry Classification System (NAICS). This NAICS represents establishments engaged in offering an array of short duration courses and seminars for management and professional development through employer training programs, those that customize courses or modify courses to meet the special needs of the customer, and those that provide instruction at the customers facility, and/or off-site locations. The Small Business size standard for NAICS 611430 (Professional and Management Development Training) is \$7.0 million dollars in gross revenue.

### 6. Submittal Requirements for Market Survey

All interested sources should provide a capability statement describing, in 10 pages or less, your capability to address the work as described in Attachments 1 and 2. Capability refers to relevant corporate experience, ability to manage a national, high-volume project, quality of personnel, quality of processes, etc. Include at least two references of your firm's prior work of like size, scope and nature. These references should include the client's name and address, a description of the work, period of performance, type of contract, total dollar value of the contract and a point of contact name and phone number.

Your response must be organized along the lines of Attachment 3, Capability Statement.

Your response should include Attachment 4, Business Declaration form. This form is not part of the 10 page maximum size limitation.

The capability of potential suppliers to successfully provide these services will be judged by how fully and effectively your response matches the requirements identified.

## 7. Delivery of Submittals

All responses to this market survey must be received by 9:00 AM EDT Monday, April 23, 2012. Please submit your capability statement and any comments you have regarding the draft SIR as separate pdf files to the contracting officers' email addresses shown below.

Questions regarding this Market Survey may be submitted, via email, to the Contracting Officer, Mr. White, at the address below. Answers will be accumulated and published, in a timely manner, as an amendment to the Market Survey.

The Contracting Officer for this procurement will be:

Jeremy White  
800 Independence Ave., S.W. Room 406  
Washington, D.C. 20591  
202-267-5810  
Jeremy.white@faa.gov

The Senior Contracting Officer for this procurement will be:

Chas McGovern  
800 Independence Ave., S.W. Room 406  
Washington, D.C. 20591  
202-267-8468  
Charles.mcgovern@faa.gov

## 8. Comments on the Draft Documents

Separate from the maximum 10 page submittal of capabilities and the Business Declaration Form, we welcome your comments on any aspect of the draft Section B and Section C of the future procurement package, with particular interest in the pricing structure as shown in Section B. There is no page limit for this feedback.

The FAA intends to establish a learning services contract in the Fall/Winter of 2012.

## 9. Attachments

1. Draft Schedule of Supplies and Services (Section B)
2. Draft Statement of Work (Section C)
3. Capability Statement
4. Business Declaration Form